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ABSTRACT

This learning activity package (LAP), developed as part of a cooperative project conducted by the Fairfax County, Virginia, Public Schools in conjunction with the Virginia Merit Shop Education Foundation, is intended to assist adults who are interested in enrolling in an apprenticeship program. (The apprenticeship program was developed to recruit women, members of minority groups, and English-as-a-Second-Language speakers into eight construction trade apprenticeships.) The LAP is intended to help potential apprentices understand their personal work interests and their attitudes toward work. It also provides them with information about the apprenticeship program and about what employers expect from apprentices and what apprentices can expect from employers. This workbook covers the following topics in five units: (1) understanding your work interests; (2) understanding your work attitudes; (3) understanding the program; (4) expectations--the employer/employee; and (5) enrolling in the Virginia Apprenticeship Program. Each unit contains objectives, information sheets and learning activities such as checklists and surveys. (KC)

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A PARTNERSHIP

APPRENTICESHIP

A Learning Activities Package Introducing Apprenticeship

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a joint project of

Division of Adult and Community Education
Lorain County Public Schools
Lorain-Medina Area Education Commission

INTRODUCING APPRENTICESHIP

A

LEARNING ACTIVITY PACKAGE

Prepared By
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June, 1990

For

Office of Adult and Continuing Education
Fairfax County Public Schools
&
Virginia Merit Shop Education Foundation

A Joint Project

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PREFACE

This Learning Activity Package was developed to help you, if you are seriously thinking about enrolling in an apprenticeship program. The purpose of the workbook is to help you understand your personal work interests and your attitudes toward work. It will also provide you with necessary information about the apprenticeship program. In addition you will learn what employers expect from you and what you can expect from employers.

Most people find a workbook like this very interesting, because it helps them to organize what they know about themselves. It will help you to develop a plan for work and then help you to work your plan.

INTRODUCTION

Congratulations on making the decision to go through this workbook. You are about to go on a journey of self discovery.

The exercises in this workbook are do-it-yourself activities. The purpose is to help you think about who you are, where you want to go, and to give you the information necessary on what you need to do to achieve your work goals. The material in this workbook will help you focus on your work interests, your work attitudes and personal characteristics. The activities are organized with a view toward helping you to make a well thought out decision.

First you need to make a commitment to look honestly and openly at yourself. Dealing with some of the exercises may not always be easy. It's not always pleasant to look at ourselves realistically. But, stick with it! You will find that when you have completed all the exercises you will know more about yourself and the world of work in a way you will find exciting and truly helpful.

UNIT ONE

UNDERSTANDING YOUR WORK INTERESTS

UNDERSTANDING YOUR WORK INTERESTS

OBJECTIVE: When you finish this unit you should know:

* What your work interests are
* What it takes to succeed in an Apprenticeship Program

THINGS TO THINK ABOUT WHILE YOU COMPLETE THIS UNIT

It is important to recognize that not everyone is interested in entering an apprenticeship program. You should ask yourself certain questions to find out if you are the type of person who will succeed in an apprenticeship program.

The interest survey which follows is designed to give you information about some of your personal traits and interests. Complete the survey and rating scale.

CHECK LIST OF YOUR INTERESTS

The following questions are designed to give you an idea of your interests in an apprenticeship program. Please put a check next to the answer that applies to you. (There are no "right" or "best" answers.)

	YES	NO
1. Do you like physically moving around on a job?	__	__
2. Do you like working outside?	__	__
3. Do you mind working at heights?	__	__
4. Do you enjoy driving?	__	__
5. Are you willing or able to travel to a job site?	__	__
6. Do you like working as part of a team ?	__	__
7. Can you stand constant noise?	__	__
8. Would you feel comfortable working with power tools?	__	__
9. Would you feel comfortable working with hand tools?	__	__
10. Would you be willing to work		
Night Shifts	__	__
Changing Shifts	__	__
Overtime	__	__
11. Would you be willing to invest time in an apprenticeship program?	__	__
12. Do you like fixing things?	__	__
13. Do you enjoy building things?	__	__
14. Would you be willing to work at various sites?	__	__
15. Would working with chemicals or potentially hazardous materials bother you?	__	__
16. Do you like a job with varied work activities?	__	__
17. Do you work well under pressure?	__	__
18. Would you mind doing dirty work?	__	__
19. Can you handle lifting and carrying on the job?	__	__

20. Do you mind taking orders? -- —

21. Would you be willing to take classes to learn technical skills you may need for the trade of your choice? — —

****

SCORING

Score one point for each "Yes" answer _____
Score zero for each "No" answer _____

Your Total Score _____

CAN YOU BE SUCCESSFUL IN AN APPRENTICESHIP PROGRAM?

If your score is 15 or higher, you probably have the necessary traits to be serious about an apprenticeship program. If your score is less than 15, you might like to talk with a counselor to explore other options.

UNIT TWO

UNDERSTANDING YOUR WORK ATTITUDES

UNDERSTANDING YOUR WORK ATTITUDES

OBJECTIVE: When you finish this unit you should know:

* What your work attitudes are
* Whether you have the attitudes necessary to succeed in an Apprenticeship Program

WORKING ATTITUDE SURVEY

Please mark the answer that best suits you.

1. I am a good worker.
   a. I work hard for something I want.
   b. I work hard until I've had enough.
   c. Hard work doesn't really pay off.

2. I get along with others.
   a. I have no problem with most people.
   b. I go along with my friends.
   c. People tend to bug me.

3. I am in good physical condition.
   a. I have strength and energy.
   b. I get along okay.
   c. I tire easily.

4. I am responsible and dependable.
   a. I always show up to work and am always on time.
   b. I am fairly reliable.
   c. I'm as good as most.

5. I am careful with equipment.
   a. I appreciate good tools and take care of them.
   b. Tools are meant to be used and are sometimes abused.
   c. I'm as good as the next one.

6. I follow company rules.
   a. As much as I can.
   b. Most of the time.
   c. Rules are made to be broken.

7. My attitude toward wages is:
   a. I will ask for a raise if I can do my job better than anyone else.
   b. I will ask for a raise after I hear that someone else got a raise.
   c. I should get raises periodically, no matter how I do my job.

8. My attitude toward supervision is:
   a. I want to be treated fairly.
   b. I need to be treated kindly.
   c. I have to live with it.

9. My work pattern is:
   a. I work steadily and surely.
   b. I work in bursts of energy with some slack time.
   c. I work when I have to.

10. When there is a problem on the job:
   a. I try to solve it myself.
   b. I call the supervisor.
   c. I avoid it.

****

SCORING THE WORKING ATTITUDE SURVEY

Score three points for each "a" you checked _____

Score two points for each "b" you checked _____

Score one point for each "c" you checked _____

Your total score _____

****

If your score is 25 to 30, you have the necessary worker traits to enter an apprenticeship program and to be successful at it. If your score is from 20 to 25, you are likely to have some problems, but with some attitude adjustment and counseling, you may be a good candidate. If your score is below 20, this is probably not the program for you.

UNDERSTANDING THE WORKING ATTITUDES OF THE SUCCESSFUL APPRENTICE

People who succeed in apprenticeship programs usually exhibit these traits:

1. They always do their best.
2. They work for their pay believing in an honest day's work for an honest day's pay.
3. They try to learn all they can.
4. They respect and follow company rules.
5. They try to get along with all other workers.
6. They are always on time.
7. They are neat and careful with equipment.
8. They are pleasant but businesslike.
9. They rarely complain, and then only to their immediate supervisor.
10. They are not "clock-watchers".
11. They ask for more money only after they do their jobs better than anyone else and can handle a better job.
12. They admit their mistakes and then work hard to avoid repeating them.
13. They do not seek sympathy.
14. They leave family problems home.

UNIT THREE

UNDERSTANDING THE APPRENTICESHIP PROGRAM

UNDERSTANDING THE APPRENTICESHIP PROGRAM

OBJECTIVE: When you finish this unit you should know:

* What the Apprenticeship Program is
* Who is eligible
* How long Apprenticeship Programs last
* The advantages of being in an Apprenticeship Program

WHAT IS APPRENTICESHIP?

Apprenticeship training is the oldest and best known form of training for learning the skilled trades. Apprenticeship Training is a way to learn a trade. It combines supervised on-the-job training skills with related instruction in a classroom.

WHO IS ELIGIBLE FOR AN APPRENTICESHIP PROGRAM?

Women and men who are at least 16 years old and who are eligible to work in the United States are usually eligible for Apprenticeship Programs. They must be physically able to do the jobs. Some, but not all, jobs also require a high school diploma or its equivalent.

HOW LONG DO APPRENTICESHIP PROGRAMS LAST?

Depending on the trade, training time ranges from 1 to 5 years. Most trades average 3 or 4 years. Training has two parts:

a) supervised on-the-job training

b) classroom instruction of related subjects

WHAT ARE THE ADVANTAGES OF APPRENTICESHIP?

SKILL POWER

Once you become a journey-worker, you can move in and out of the labor market. Wherever you go, you will always have a skill. The combination of practical job experiences and related classroom instruction improves your opportunities to advance to supervisory positions.

EARNINGS

Not only are you paid while you learn during on-the-job training but your future earning potential is much greater. The average wage a journey-worker can expect to earn will be between $12.00 and $18.00 per hour.

JOB SATISFACTION

A skill sets craft and technical workers apart from other workers, and is satisfying and rewarding. There is a tradition of real pride in being a craft worker. In the skilled trades, at the end of a day, you can actually see the results of your work: the pipes you installed, the wiring you put in,

the wall you built, the dam, the bridge, the highway that your skills and effort helped make possible.

JOB SECURITY

Skilled trades and technical workers will be in steady demand for the next 10-20 years, and the worker with the greatest variety of skills and qualifications will be most likely to remain employed as the economy and job market change. Apprenticeship graduates are also more likely to have fewer and shorter periods of unemployment than craftworkers trained in informal ways.

TEST YOUR KNOWLEDGE

In the spaces below, list the two most important reasons why *you* want to enroll in the apprenticeship program.

I want to be in the Apprenticeship Program because:

1. _____
   _____
   _____
   _____

2. _____
   _____
   _____
   _____

UNIT FOUR

EXPECTATIONS: THE EMPLOYER/EMPLOYEE

EXPECTATIONS: THE EMPLOYER/EMPLOYEE

OBJECTIVE: When you finish this unit you should know:

* What an employer will expect from you
* What you can expect from your employer

THINGS TO THINK ABOUT WHILE YOU COMPLETE THIS UNIT

Many times it may seem hard to understand what an employer wants from you. When a person is hired for a job, s/he is agreeing to accept certain responsibilities in return for a set salary. The employer will usually tell new employees what these responsibilities are, ***BUT***, there are also many other responsibilities the employer will not specifically mention. The employer ***EXPECTS*** that workers will carry out other responsibilities as part of their general role as employees. Since many of these expectations are not talked about, some employees may not even be aware that these expectations exist. So that you will be aware, consider the check list on the next page.

WHAT IS IMPORTANT TO EMPLOYERS

Look at the checklist below. On it are responsibilities or expectations that an employer might or might not require employees to fulfill. If you think that employers usually expect this from their employees, circle the word "Yes." If you disagree circle the word "No."

1. If employees are sick or unable to go to work they should notify their employer or their supervisor as soon as possible. Yes No

2. Employees should come in, and be on time, even on days when they know there is not much work to do. Yes No

3. Employees are free to set their own pace of work. Yes No

4. Employees should take breaks only at the established time. Yes No

5. If employees have extra work to do, they can work overtime to finish without asking their supervisors' permission. Yes No

6. Employees should not take company material home for personal use (tools, nails,etc). Yes No

7. Employees are free to make personal calls or to socialize with other workers while on the job. Yes No

8. Employees should be able to drink on the job as long as they do not get drunk. Yes No

9. Employees should make every effort possible to get along with co-workers and supervisors. Yes No

10. Employees should wait for their supervisors to offer salary increases, job transfers, or promotions. Yes No Yes No

11. Employees should always talk to their supervisors when they are unsure of what they are to do. Yes No

12. Employees are to do certain tasks even if they are not directly told to, such as keeping their place of work neat and clean and helping out co-workers. Yes No

TOTALS ___ ___

SCORING

How many Yes answers did you circle? ___

There should be 7 "yes" answers...
Items: 1, 2, 4, 6, 9, 11, 12

How may No answers did you circle? ___

There should be 5 "no" answers

Items 3, 5, 7, 8, 10

If you disagree with any of the answers, you might discuss the items with an employer, a counselor, or a successful employee that you know.

YOUR EMPLOYER'S EXPECTATIONS

1. **To give a full day's work.** Come to work on time, stay until it's time to quit, and don't abuse lunch and coffee breaks.

2. **Cooperation.** Working well with everyone on the job. Do your tasks without complaining. Don't try to get someone else to do them for you.

3. **Honesty.** Don't steal time or company property.

4. **Initiative.** Do what needs to be done without being told to do it. Use good judgment. Don't try to do work that you are not qualified to do.

5. **Willingness to Learn.** Try to learn everything you can about your job and your company. Most workers who are promoted have tried to learn more than just their own daily tasks.

6. **Willingness to Follow Directions.** Follow directions exactly. Do the work as you are told. After you have been on the job for a while, you may make suggestions if you think they will be accepted well.

7. **Dependability.** Be on the job every day, and be there on time. If you come to work late you could be fired, or resented by the workers who do come to work on time. If you are ill and can't go to work, call the people in charge to tell them you will be absent and why. Call as soon as possible. Don't miss work unless you must.

8. **Enthusiasm.** Focus on the parts of the job you like best. When other people ask you about your job, tell them the good things. Enthusiasm makes you productive and more successful.

9. **Ability to Accept Criticism.** Criticism on the job is necessary. It is the way the employer lets you know how the job is supposed to be done. Try to accept criticism without snapping back or sulking. Listen carefully and politely, then thank him or her for trying to help you. Think about criticism and how it can help you.

10. **Loyalty.** No company is perfect. But you should not complain about the company to your friends.

ADAPTED FROM
SUCCEEDING IN THE WORLD OF WORK, KIMBRELL & VINEYARD, GLENCOE PUBLISHING COMPANY 1986

WHAT YOU CAN EXPECT FROM YOUR EMPLOYER

1. **Payment.** A good day's pay for a good day's work is an expectation fair to both employer and employee. Other benefits must be clearly stated and understood by both parties.(Medical Insurance, holidays, sick pay etc.)

2. **Safe Working Conditions.** Employers have the responsibility to maintain safe working conditions.

3. **Training.** New employees can expect the supervisor, or site manager to provide on-the-job training.

4. **Introductions.** One duty the employer has when hiring new employees is to make sure they know who to report to, and with whom they will be working.

5. **Explanations.** All job sites have specific rules about procedures, how materials are to be handled, and so on. These rules can be posted, written down or provided to employees orally...but they should be provided.

6. **Evaluations.** Employees have a need and a right to be informed of their work performance.

7. **Honesty**. Whether or not you sign an agreement when you take a job, you and your employer are promising each other certain things. These arangements can only succeed when honesty is forthcoming from both sides.

9. **Respect.** An employee must respect the people for whom he is working and can expect to be respected in turn.

UNIT FIVE

REGISTERING IN THE VIRGINIA APPRENTICESHIP PROGRAM

REGISTERING IN THE VIRGINIA APPRENTICESHIP PROGRAM

&

ENROLLING IN RELATED INSTRUCTIONN

OBJECTIVE: When you finish this unit you should:

* Know who to contact
* Know what documents you need to have available
* Who can give you more information
* How much the program costs

REGISTERING IN THE VIRGINIA APPRENTICESHIP PROGRAM

WHO IS ELIGIBLE

* Men and women 16 years or age or over who are eligible to work in the United States.

WHO SPONSORS APPENTICESHIP PROGRAMS

* An employer, or an association of employers

WHO CAN ENROLL IN RELATED INSTRUCTION

* Anyone can enroll. However, to gain full benefit from the classes, you should have a job related to the classroom instruction.

* **If you are employed,** and are considering a career change, apprenticeship training classes can help you decide on your future direction.

* **If you are unemployed,** apprenticeship training classes can make you more employable. People who are enrolled in or who have completed apprenticeship training classes are more attractive to potential employers.

WHO CAN GIVE YOU MORE INFORMATION?

* For General Information about classes or job placement, contact:

  Dot Bowen
  Executive Director
  Virginia Merit Shop Education Foundation, Inc.
  6601 Little River Turnpike
  Suite 320
  Alexandria, Virginia 22312

  (703) 941-5596

* For a Class Bulletin listing classes in job related instruction, contact:

  Ellen Andrews Carlos
  Apprenticeship Program Specialist
  Fairfax County Public Schools
  7510 Lisle Avenue
  Falls Church, Virginia 22043

  (703) 506-2300

* For Employment Counseling and Job Placement Assistance, contact:

  Connie Glidewell/Jane Brill
  Apprenticeship Information Center
  Virginia Employment Commission
  386 South Pickett Street
  Alexandria, Virginia 22306

  (703) 823-4135

* If you are already working at a trade and your employer is willing to set up an apprenticeship program, ask your employer to contact:

  Diane King
  Apprenticeship Representative
  Virginia Department of Labor and Industry
  11211 Waples Mill Road
  Suite 302
  Fairfax, Virginia 22030

  (703) 691-0351

HOW MUCH DOES THE PROGRAM COST?

* Tuition ranges from $75 to $250 per year
* This includes all books and training materials
* Many employers are willing to pay apprenticeship training tuition or to reimburse workers upon successful completion of the program.
* Registered Apprentices receive a tuition discount if they attach a copy of the apprenticeship card which they receive from the Department of Labor and Industry.